

Administrator
of Veterans Affairs

Washington, D.C. 20420

**Veterans
Administration**

DD/A Registry
SI-1614/2

November 20, 1981



MEMORANDUM TO: See Attached List

FROM: Associate Deputy Administrator
for Administration

SUBJECT: Assistant Secretaries for Management Group (ASMG)

By a July 27 memorandum, Clyde C. Cook, Director of the VA's Office of Procurement and Supply, introduced the ASMG to you. He pointed out that the VA had been tasked to serve as the communications link between the ASMG and the independent agencies.

As a result of a recent VA reorganization, I have succeeded as the VA's representative on the ASMG. It will be my responsibility to inform you of ASMG activities and to convey your comments and suggestions to the ASMG.

Since Mr. Cook's memorandum, there have been three ASMG meetings: August 27, October 1, and November 13. Topics covered at those meetings include:

- Training policy and programs
- Contracting for administrative services
- Travel management
- Contracting for ADP
- Cash management

To the extent that minutes of any meetings are prepared by the Office of Management and Budget (OMB), I will provide them to you along with any relevant background material. More importantly, I plan to provide you with a copy of the scheduled agenda in advance of each meeting. This approach should afford you an opportunity to provide comments to me; I can then incorporate those comments into my input at the meetings.

Along those lines, I have enclosed the tentative agenda for a joint ASMG-President's Council on Integrity and Efficiency meeting to be held on November 30 and December 1. While the current agenda presents very general topics concerning interaction with Inspector Generals, you may have some valuable comments concerning the elimination of fraud and waste and the improvement of the management of Federal programs. Please share those comments with me at your earliest convenience.

One agency has suggested that a meeting of the independent agencies would provide a forum for suggesting projects, exchanging viewpoints, and soliciting participation. I would like to learn of your reaction to this suggestion. A meeting during the week of December 14-18, may be feasible and timely.

Almost four months have passed since our last correspondence. I would appreciate receiving confirmation that you are the appropriate contact for your agency and that our mailing information is correct.



FRANK DEGEORGE

Attachment

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Community Services Administration
1200 Nineteenth Street, N.W.
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Deputy Administrator
Environmental Protection Agency
401 "M" Street, S.W.
Washington, D.C. 20406

Associate Administrator for Management Operations
National Aeronautics and Space Administration
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Washington, D.C. 20546

Director, Division of Administration
National Labor Relations Board
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Assistant Director for Administration
National Science Foundation
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Washington, D.C. 20550

Director, Office of Management
Office of Personnel Management
1900 "E" Street, N.W.
Washington, D.C. 20415

Assistant Director, Administration and Finance
Action
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Washington, D.C. 20525

Deputy Director for Administration ←
Central Intelligence Agency
Washington, D.C. 20505

Assistant Staff Director for Administration
Commission on Civil Rights
1121 Vermont Avenue, N.W.
Washington, D.C. 20425

Director, Office of Program Management
Consumer Product Safety Commission
1111 Eighteenth Street, N.W.
Washington, D.C. 20207

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Equal Employment Opportunity Commission
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Associate Director, for Resource Management
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Federal Emergency Management Agency
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Executive Director
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Associate Director Administration
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The Smithsonian Institution
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JOINT MEETING OF THE
PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY
AND THE
ASSISTANT SECRETARIES FOR MANAGEMENT GROUP

AGENDA

November 30, 1981

2:00 - 3:45 p.m.	Registration	
3:45 - 4:00 p.m.	Welcome	Hal Steinberg
4:00 - 6:00 p.m.	Perceptions of IG/ Asst. Secy. Roles and Relationships	Ed Harper and IG/Asst. Secy. Panel
	o Panel Presentations	Bill Heffelfinger
	o Group Discussion	Cora Beebe
		Chuck Dempsey
		June Brown
6:00 - 7:00 p.m.	Reception	
7:00 - 9:00 p.m.	Dinner and After Dinner Speech	Ed Meese

December 1, 1981

8:30 - 8:45 a.m.	Introductory Remarks	Hal Steinberg
8:45 - 10:15 a.m.	Overview of Integrity and Efficiency Program	Paul Brands and IG/Asst. Secy. Panel
	o Framework for Attaining Integrity and Efficiency	Judy Tardy
	o Ongoing Activities and Possible Gaps	Dale Sopper
	o Panel Reaction	Jim Thomas
	o Group Discussion	Joe Welsch
10:15 - 10:30 a.m.	Coffee Break	

10:30 - 11:45 a.m.	Integrity and Efficiency Resources <ul style="list-style-type: none">o Perspectives on Limited Resourceso Alternative Strategieso IG and Asst. Secy. Cooperation	Howard Messner
11:45 - 1:00 p.m.	Lunch	
1:00 - 3:00 p.m.	Opportunities for Joint Efforts <ul style="list-style-type: none">o Introductiono Opportunitieso Workshopso Workshop Summaries	Group Workshops
3:00 p.m.	Wrap-Up	Hal Steinberg
3:15 p.m.	Adjourn	